

University of Connecticut Instructions for Completing the “Labor Rate Breakdown for Change Order Work” Spreadsheet

As indicated within the “Labor Rate Breakdown for Change Order Work” spreadsheet, only fields highlighted in yellow need to be completed by the contractor. These instructions will provide clarity for the highlighted cells, as well as some insight into other fields within the rate sheet. Complete the basic contractor / project information within the header first.

Project Name:

Include the project name for which these self-performed trade labor rates are being submitted under. The project name can be obtained from the Request for Proposal.

Project #:

Include the project number for which these rates are being asked for and for which the work will be performed under. The project number can be obtained from the Request for Proposal.

Name Trade Firm:

For each self-performed trade labor category, identify the name of the firm who is self-performing and submitting the rate sheet. For a particular trade category such as “Electrical” if subcontracted, the subcontractor must fill out and submit their own rate sheet to the Prime for the specific project submitting on. The Prime will be responsible for submitting each of their self-performed rate sheets along with each subcontractor self-performed rate sheet to the University Representative requesting the documents for review.

Trade Work:

The submitting firm must provide their self-performed trade labor work category of labor rates, such as “Electrical” or “Mechanical”.

Firm’s EMR Rating:

The submitting firm must provide their firm’s workman’s compensation experience modification rating located on the submitting firm’s Worker’s Compensation policy. It typically ranges from 0.8 to 1.3 and raises or lowers the total policy premium based on historic worker’s compensation claims. University reserves the right to request the Worker’s Compensation policy for confirmation.

Base Wage:

For each of the employee classifications indicated, provide the actual base hourly rate, excluding any cost for fringe benefits. If the project is prevailing wage, the rate should match the wage rate for the classification. If a labor classification is not utilized, leave the section blank.

Firm’s Net % Workman’s Comp:

The submitting firm must provide their Worker’s Compensation rate. This rate would be derived directly from the firm’s Worker’s Compensation policy and would represent the rate for the employees’ class / trade per \$100 dollars, as represented in the calculation. Do not include any additional costs / rates here, such as experience modification, as these are captured elsewhere. University reserves the right to request the Workers Compensation policy for confirmation.

Other W/C Costs:

This hard coded percentage rate captures all other costs related to worker’s compensation, except for the firm’s experience modification rate. This includes increases for terrorism, catastrophe, CT 2nd Injury Fund, CT Non “F” Classes and Expense Constant. Most components that make up the established percentage rate are calculated and set by statute.

Fringe Benefits:

This total amount is derived from the detailed list the submitting firm provides in the lower right corner of the spreadsheet. Amounts need to be entered into the detailed area in terms of dollars per hour, and the categories should align with what is recognized as a Fringe Benefit under certified payroll. Only those costs provided to the employee as a benefit shall be allowed. To ensure the submitting firm’s maximum potential costs are captured, all amounts included within Fringe Benefits are increased for applicable taxes and worker’s compensation insurance costs, as if the entire benefit was received as cash. University reserves the right to verify costs represented on certified payrolls and adjust the agreed upon rate accordingly.

FICA / FUTA / SUTA:

This hard coded percentage rate captures all employee related taxes. This includes 7.65% employer cost for FICA on all payroll and an average rate of 1.6% for FUTA and SUTA taking into account these taxes per employee are only applied on the first \$15K of earnings for the State of CT Unemployment (SUTA) and the first \$7K of earnings for Federal Unemployment (FUTA) and includes the current year’s credit reduction rate applicable to CT. The components that make up this set percentage rate are reviewed annually.

Misc:

This total amount is derived from the detailed list the submitting firm provides on the upper right side of the spreadsheet. Any miscellaneous costs believed to be not captured elsewhere should be entered here, in terms of dollars/cents per hour. Be certain not to include items which have determined be included as part of Overhead & Profit, as defined in Section 7.2.2.8 or the AIA 201 as amended.